

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b>	<b>DISTRICT/DIVISION/OFFICE</b>	
Transportation Engineering Technician	DES-Materials Engineering and Testing Services Office of Rigid Pavement Materials and Structural Concrete / Concrete Section	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
TET	559-317-3175-xxx	September 2006

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

***GENERAL STATEMENT***

Under the direction of the Senior Materials and Research Engineer, Supervisor, the Transportation Engineering Technician (TET) will perform quality assurance testing on construction projects for the concrete unit laboratory. Specific job assignments may come from the concrete section MREA, Specialist. The TET may be required to be certified in California Test Methods (CTM) and American Concrete Institute (ACI) test methods for the American Associate of State Highway and Transportation Officials (AASHTO) Accreditation Program. Position is physically demanding.

***TYPICAL DUTIES***

Percentage                      Job Description  
Essential (E)/Marginal (M)

- 35% (E)    Process samples of concrete for quality assurance on construction projects. This includes (1) receiving and logging in materials samples and (2) preparing samples for appropriate tests.
- 35%            Test samples of concrete for quality assurance on construction projects. This includes (1) testing samples and recording test data (primarily CT 504, 518, 521, 522, 523, 529, 530, 531, 533, 536, 539, 540, 543, 548, 550), (2) distributing samples to be tested by other units, and (3) checking and requesting test data.
- 10% (M)    Maintains accurate records and files.
- 10% (E)    Perform routine maintenance on equipment, maintain adequate supplies, and clean the work areas.
- 5% (E)    Participate in laboratory reference sample testing including Cement and Concrete Reference Laboratory (CCRL).
- 5% (M)    Conduct testing to evaluate new products.

### ***SUPERVISION EXERCISED OVER OTHERS***

None.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Must be capable of following test methods relating to concrete. Must have the ability to communicate effectively both orally and in writing and recognize the importance of working as a team. Good physical strength and dexterity are required because of the repeated handling of samples and some of the testing requirements. Incoming samples weigh as much as 40 to 65 pounds and the lab receives anywhere from 20 to 100 samples per day to test. Must be able to utilize mathematics to make calculations using percentages or ratios and plot data to evaluate test results.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Has responsibility for following test methods explicitly, recording and filing data properly. Incorrect testing could reduce the service life of the constructed facility or result in costly claims to the State. Responsibility will be limited to the accuracy of test performance, data recording, and reporting of test results.

### ***PUBLIC AND INTERNAL CONTACTS***

Contact is expected with Caltrans Headquarters or District personnel or the public. Considerable contact is required with personnel in other METS Branches and other sections of the Office.

### ***WORK ENVIRONMENT***

Employee will work in a climate-controlled environment under artificial lighting. Most of the employee's workday will be in the laboratory, where there is exposure to chemicals, dust and noise/vibration from concrete mixers and other laboratory testing equipment.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Employees will be required to sit (1) using a keyboard and video display terminal, (2) entering and auditing data. While working in the laboratory, employee will be required to stand for long periods of time performing materials testing in and around equipment. May often be required to move equipment. Will be required to repeatedly lift and move test material weighing up to 65 pounds. Employee may be required to be tested and fitted to wear a respirator while working in the laboratory. May occasionally be required to drive a motor vehicle. Employee will be required to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

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I have read and understand the duties listed above. If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor.

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Employee's Name (please print)

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Employee's Signature

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Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor's Name (please print)

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Supervisor's Signature

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Date